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**PART II**

**Statutory Notifications (S. R. O.)**

GOVERNMENT OF PAKISTAN  
**MINISTRY OF FINANCE AND REVENUE**  
**(Revenue Division)**

**NOTIFICATION**

*Islamabad, the 7th July, 2021*

**S. R. O. 901(I)/2021.**— In exercise of the powers conferred under sub-section (3) of section 6 read with section 22 of the Pakistan Single Window Act, 2021 (III of 2021), Pakistan Customs, as the designated Lead Agency, is pleased to make the following regulations, namely:—

1. **Short Title, Extent and Commencement.**— (1) These regulations shall be called the Pakistan Single Window (Deputation/ Secondment of Civil Servants) Regulations, 2021.

(2) They shall extend to Pakistan Customs and all other Government Agencies.

(3) They shall come into force at once.

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**2. Definitions.—** (1) In these regulations, unless there is anything repugnant in the context or subject;—

- (a) “Act” means the Pakistan Single Window Act, 2021 (III of 2021);
- (b) “Chief Executive Officer” means the Chief Executive Officer of the Operating Entity;
- (c) “Chief Domain Officer” means a serving officer from Pakistan Customs deputed to the Operating Entity to whom all the Domain Officers shall report;
- (d) “Domain Officer” means a serving officer from Pakistan Customs or other Government Agencies who is deputed to Operating Entity and is well conversant with relevant laws, procedures and practices;
- (e) “Operating Entity” means the Pakistan Single Window Company established by Pakistan Customs under section 6 of the Act.

(2) Any other words or expressions used in these regulations but not defined, shall have the same meanings as assigned to them under the Act and rules made thereunder.

**3. Deputation/ Secondment of officers from Lead Agency and OGAs.—** (1) The Chief Executive Officer through the Human Resource Department of the Operating Entity shall invite applications from among the officers of Pakistan Customs and OGAs for selecting most suitable candidates for deputation/secondment to the Operating Entity as the Chief Domain Officer or Domain Officers.

(2) Amongst other things as specified in the qualification criteria for the role, the service profile of the applicants, their domain knowledge, interpersonal skills and ability to work in a paperless automated environment shall be considered for selection of the candidates.

(3) The Chief Executive Officer shall prepare and maintain uniform criteria based on merit-*cum*-fitness for selecting candidates whose services would be requisitioned.

(4) The policies of the Operating Entity shall apply on the Chief Domain Officer and all Domain Officers.

(5) Civil officers wishing to apply for the Operating Entity positions shall obtain consent or NOC of the competent authority of Pakistan Customs or OGAs, as the case may be, prior to applying.

(6) The officer shall be deputed/seconded to the Operating Entity for a period of three years extendable by two years in consonance with the deputation Policy of the Federal Government:

Provided that an officer shall not be deputed/seconded to the PSWC more than twice in the same grade.

(7) The Chief Domain Officer shall be selected from the serving officers of Pakistan Customs.

4. **Procedure for deputation/secondment of officers.**— (1) Upon selection of the candidate the Chief Executive Officer shall forward the requisition for deputation/secondment to the Establishment Division or the concerned authorized entity, as the case may be, for necessary notification.

(2) Upon issuance of the notification, the Operating Entity shall determine the terms and conditions of the deputed Officers.

(3) The Pakistan Single Window Allowance as admissible under subsection (3) of section 6 of the Act, shall be determined, on case-to-case basis, by the Board of Directors or its Human Resource Committee on the recommendation of the Chief Executive Officer (CEO) keeping in view the experience, qualification, and skills of each officer:

Provided that the Pakistan Single Window Allowance shall remain discontinued during such leave period that exceeds thirty days with exception of leave on medical grounds of such officers or in case of failure to deliver the required output. The amount of initially determined allowance may be enhanced or reduced depending upon recommendation of the CEO by the Board of Directors or its Human Resource Committee.

5. **Key performance indicators and repatriation.**— (1) During their deputation with the Operating Entity, the government officers shall be subject to the Operating Entity's performance appraisal system against respective Key Performance Indicators:

Provided that the relevant supervisory officer of Operating Entity shall track and monitor the performance of every officer against such indicators.

(2) The Operating Entity shall initiate and record the performance of each officer against the Key Performance Indicators on bi-annual basis.

(3) Performance reports shall be shared with the concerned officer for feedback and for improvement in service delivery.

(4) Based on two unsatisfactory performance reports, the Operating Entity may repatriate an officer to his parent department or organization before the expiry of his deputation period. However, repatriation of Chief Domain Officer shall be subject to concurrence by Head of the Lead Agency:

Provided that no officer shall be repatriated without apprising him of the reasons for such repatriation.

(5) An officer may of his own volition opt to request repatriation to his parent department at any time. Operating Entity may however, retain such officer for the period till their replacement is provided.

(6) An officer may be repatriated if he is found involved in violation of any law, rules, regulations, policy etc.:

Provided that an officer accused of any such violations, shall have a right to file a review application before the Governing Council.

[C.No.4 (1) S/2020(PSW).]

**S. M. TARIQ HUDA,**  
*Additional Secretary.*